Flu Pre-book Instructions

1. Begin by visiting the KSWebIZ website:
   https://kanphix.kdhe.state.ks.us
2. When you arrive at the website, select the link for **KSWebIZ**.
3. Enter your **Username** and **Password**.
4. Select **Login**.
5. To view your current flu season doses administered, select **Reports**.
6. Under the Coverage Statistics heading, select **Doses Administered.**
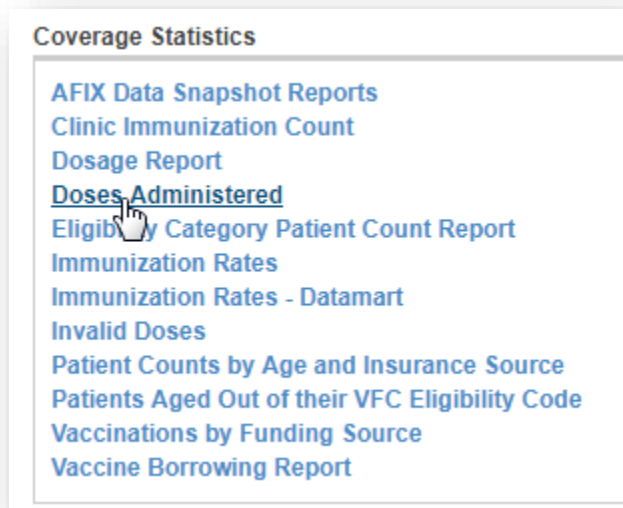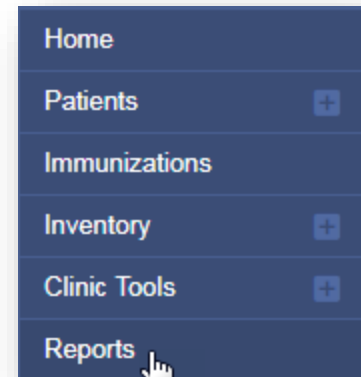
7. Ensure that your Provider name and Clinic name show in the Report Selection Criteria.
8. Input **Vaccination Date Range** as from 07/01/2017 through the current day's date. You can quickly input the curent day's date by double clicking in the date box.
9. Select **Vaccination Count (Detailed Breakdown by Vaccine)** for the Report Type.
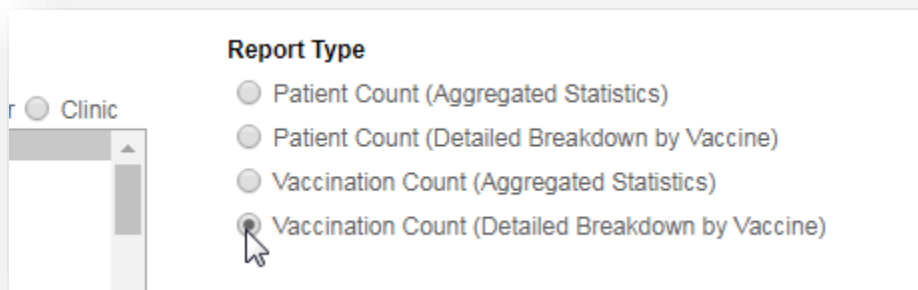
10. Select **Run Report** in the bottom right corner.
11. The report will pop up as a PDF. All vaccine types will be listed with a count of the number of doses administered listed by funding source and patient age cohort.

Patient Cohort Desc	Vaccine (CVX)	CHIP	PRIVATE	PUBLIC	VFC	
< 1	DTaP-HepB-IPV (Pediarix) (110)	0	130	1056	42	
	HepA, Ped/Adol (83)	0	0	3	0	
	HepB, Ped/Adol (8)	0	0	15	0	
	Hib (PedvaxHIB) (49)	0	92	772	29	
	Influenza IIV4 PedPF (161)	0	50	363	0	
	Influenza IIV4 PFree (150)	0	0	3	0	

12. To view your current flu season doses shipped, select **Reports.**
13. Under the Vaccine Order Management heading, select **Vaccine Shipment**.
14. Ensure that your Provider name and Clinic name show in the Report Selection Criteria.
15. Input **Vaccine Order Date Range** as from 07/01/2017 through the current day's date. You can quickly input the current day's date by double clicking in the date box.
16. Check the **Include Vaccine Summary** box. This will ensure that the report results tally up the public funded influenza doses shipped for you.
17. Select **Run Report**.
18. The report will pop up as a PDF. The final page of the report will include the tally of public funded doses shipped to your facility by vaccine type.

Vaccine Order Management

Vaccine Shipment
Vaccine Order Status
Vaccine Return Inquiry
Vaccine Return Status

Provider *

KANSAS WEBIZ TRAINING ▼

Clinic *

KANSAS WEBIZ TRAINING (DIRECT ENTRY) ▼

Line Item Status

(ALL) ▼   ☑ Include Vaccine Summary

Vaccine Order Date Range

From: 07/01/2017 🗓   Through: 01/22/2018 🗓

Shipped Date Range

From: MM/DD/YYYY 🗓   Through: MM/DD/YYYY 🗓

Output Type ◉ PDF ○ EXCEL ○ EXTRACT - Delimiter: [,]

Run Report   Cancel

Vaccine	Doses Shipped	Total Value
DTaP-Hib-IPV (Pentacel)	5	$283.70
Influenza IIV4 PFree	20	$288.60
RV5 (RotaTeq)	10	$691.20
Sub Totals	35	$1,263.50
Totals	35	$1,263.50

Kansas
Department of Health
and Environment

19. Once you have gathered all of your clinic's doses administered and shipped information, you are ready to begin your Flu Prebook.
20. Select the link for **Inventory** on the left hand menu.
21. Select the link for **Vaccines** on the left hand menu.
22. Select **Flu Prebook**.
23. When you arrive at the Flu Prebook page, select the **link that shows the name of the clinic** you would like to submit a Flu Prebook for.

24. The Clinic Prebook Request screen will display as a pop-up.

25. The Doses Ordered, Doses Administered, and Recommended Doses will all reflect zeros as we do not have the previous year's data. These fields will include data in future Flu Prebook requests beginning in 2019 and going forward.
26. Next to the product that you would like to prebook, type the number of doses in the **Requested Doses** box.
27. Select the **red triangle with the exclamation point** that appears next to the number of doses you entered in the **Requested Doses** box.

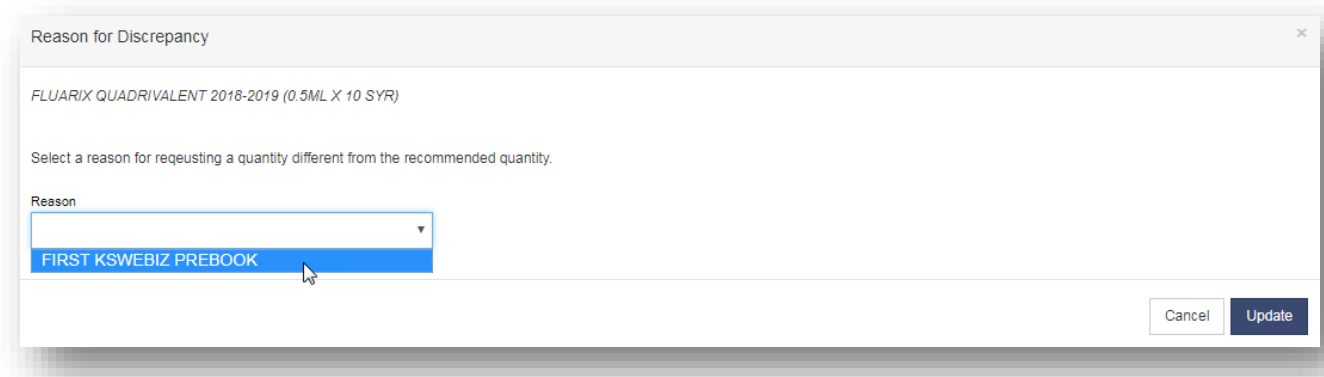28. The Reason for Discrepancy screen will display as a second pop-up.

29. Select **First KSWebIZ Prebook** in the Reason dropdown list.

30. Select **Update**.
31. Continue steps 11 – 15 to prebook additional vaccine products. Be sure you are selecting **Update** in the bottom right corner of your screen to ensure you are saving the information as you go along.
32. You may type comments to the Kansas Immunization Program in the Comments box.
33. When you have requested all of the vaccine products you would like to use for the next flu season, select **Submit** in the bottom right corner of your screen to ensure your prebook is submitted to the Kansas Immunization Program.
34. Selecting **Submit** sends your prebook request to the Kansas Immunization Program. The prebook cannot be edited once it is submitted to the Kansas Immunization Program.